

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH -2).

1. Post Kampala	2. Agency STATE	3a. Position Number 358201-K0153334
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3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No If yes, please provide position number:
☐

4. Reason for Submission

☐

a. Redescription of duties: this position replaces

☐

(Position Number) _____, (Title) _____ (Series) _____ (Grade)

b. New Position _____

c. Other (explain) _____

5. Classification Action	Position Title and Series Code	Grade	Initials	Date(mm-dd-yr)
a. Post Classification Authority	Human Resources Assistant (American Services), FSN-0305	FSN-8	HR/OE	April 2018
b. Other	Human Resources Assistant (American Services), FSN-0305	FSN-8	AFRCC: MHB	10/4/2021
c. Proposed by Initiating Office				

6. Post Title Position (If different from official title)	7. Name of Employee
8. Office /Section Human Resources Office	a. First Subdivision
b. Second Subdivision N/A	c. Third Subdivision N/A
9. This is a complete and accurate description of the duties and responsibilities of my position. _____ Printed Name of Employee Date (mm-dd-yyyy) Employee Signature	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="border: 1px solid black; padding: 2px; display: inline-block;">9/24/2021</div> _____ Printed Name of Supervisor Date (mm-dd-yyyy) Supervisor Signature
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position _____ Printed Name of Chief or Agency Head Date (mm-dd-yyyy) Chief or Agency Head Signature	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="border: 1px solid black; padding: 2px; display: inline-block;">9/24/2021</div> _____ Printed Name of Admin or HR Officer Date (mm-dd-yyyy) Admin or HR Officer Signature

13. Basic Function of Position

Responsible for all American personnel programs at the Mission including but not limited to: Check-in/check-out processing; Travel Messages (TMs) for arriving/departing U.S. Direct Hire (USDH) staff ; provides general guidance on accreditation (visas and diplomatic ID processing); advising American employees on matters relating to career development and personnel regulations; NSDD-38 procedures for new or existing USDH positions; maintaining files for American employees; managing recruitment program for Family Member Appointment (FMA), Seasonal Hires, When Actually Employed (WAE), Rovers, etc.; and managing the Duty officer program.

14. Major Duties and Responsibilities

____ % of Time

American Personnel Services

20%

1. Check-In/Check-Out Duties:

Prepares and updates documents for welcome materials, working with team members, other Consulate offices and supervisors. Disseminates guides and packages in accordance with standard operating procedures.

Manages pre-arrival contact with clients to request advance information, sends welcome cable information via e-mail. Reviews, processes and files check-in/check-out forms, collects required "returnable" documents from departing employees, etc. Prepares paperwork for approval of Members of Households (MOHs) as needed.

2. EFM Roving Program:

Manages scheduling of Rovers; serves as a POC for offices/sections who require assistance and contacts Rovers - either through soliciting a volunteer from the group or designating an individual (based on availability) for a specific task.

Responsible for out-processing of EFMs - Provides advices on Non-Competitive Eligibility required documentation and procedures, Federal Service Family Reserve Corps (FSFRC), employment benefits (leave, Federal Employees' Group Life Insurance, Thrift Saving Plan, retirement, etc.) after departing from a FMA position, etc. Responsible for submitting all out-processing documentation to the Bureau and to Comptroller and Global Financial Services (CGFS) correctly and on time to avoid overpayments and benefits miscalculations.



3. Performance Management Program:

Manages performance evaluation process and serves as POC for all U.S. personnel, including Direct Hires, Members of Household, Eligible Family Members, Summer Hires. Keeps and maintains updated list of all employees and their rotation periods. Assists with tracking and monitoring evaluation due dates, establishing review panels, sending out reminders about when evaluations are due; reviewing evaluations for completeness; processing through review panels, and forwarding completed evaluations to the bureau after final HRO review of each evaluation.

4. US Intern Program:

Primary liaison with EX/HR on all matters pertaining to overseas US Interns. Liaises with sections and submits requests for internship. Works with Section Chiefs to top rank candidates from the Department's application database and makes assignments determination based on sections' needs and students' interest. Prepares conditional offer letters for students' acceptance and submission to the bureau. Responds to various inquiries from candidates; submits cables to the Department. Assists with housing, visas, security clearance related questions. Administers interns' performance evaluations.

5. Allowances/Payroll:

Provides responses to questions about general allowance/entitlement questions, benefits such as educational travel, travel for children of separating parents, Medical/Death/Eldercare Emergency Visitation Travel (EVT), return of children over 21, etc. Refers to 3 FAM and Standardized regulations. Drafts/prepares any required cable notifications. Receives and distributes open season and other materials (TSP, FEHB, FEGLI, etc.). Provides first-line response to client's questions, and refers difficult and/or problem cases to the HRO or bureau contacts. Processes forms submitted for HRO's signatures. Prepares allowance cables to CGFS regarding post differential and post allowance for employees and their family members assigned to post.

AEFM Employment Programs

60%

Serves as post's main point of contact (POC) on American local employment programs. Primary liaison with EX/HR on all matters relating to EFM hiring. Responsible for coordination with bureaus to obtain permissions for establishing and/or converting EFM positions. Prepares cables to the Department requesting new positions or position (re)classification of FMA designated positions.

Manages position records of EFMs, Expanded Professional Associate Programs (EPAPs), and Seasonal Hires. Provides hiring managers with solutions on job sharing and/or WAE options, where applicable, to maximize availability of jobs to all interested EFMs. Coordinates with DOS and non-DOS employees and their high school and college age dependents to fill summer hire positions at post. Manages hiring placement, scheduling, and overall implementation of program. Prepares Overseas Seasonal Hire Program (OSHP) budget costs for FMO's budgeting purposes.

Performs recruitment for AEFM positions. Reviews position descriptions and advises on accuracy and correctness. Refers hiring managers to Post Classification Advisor (PCA) for further actions, as needed.

Advertises AEFM positions via post's distribution lists, Sharepoint site, newsletter, and within the AEFM community at post and/or incoming personnel.

Reviews and screens applications, conducts specific tests for qualified applicants, and refers them to the hiring officer. Sets up The Post Employment Committee (PEC) meetings; drafts decision memorandum on AEFM selections; and PEC concurrences or the Chief of Mission (COM) approval. Prepares job offer letters and coordinates all paperwork for AEFM employment.

Identifies whether selected AEFM meets Superior Qualifications Rate (SQR) and Highest Previous Rate (HPR) eligibility criteria. Proposes appointment grade and step by comparing position requirements, incumbent's qualifications, highest previous rate, etc. Prepares requests for appointment authorizations and personnel actions. Responsible for submitting all employment documentation to the bureau and CGFS correctly and on time to avoid payroll delays.

Performs orientation for new AEFMs and assists them in completing the required employment documentation and provides advice on available benefits, employee express, etc.

AEFM Security Clearance procedures - Responsible to collect, compile, and submit the complete security clearance packages to Diplomatic Security (DS). Works closely with the HRO or Management Officer (MO) on Electronic Questionnaires for Investigation Processing (eQIP) cases by providing specific data to initiate cases in eQIP. Follows-up with AEFMs on missing information to avoid potential system cancelations and/or delays. Ongoing follow-up with DS for updates on pending cases.

HR Database Maintenance and Reporting

10%

Enters all relevant information (e.g. promotion lists, tenure lists, curtailment/extension approvals, reassignment at post, personnel actions, check-in/check-out information) into HR databases and maintains other documents.

Researches databases to develop lists for special projects such as annual Mission-wide Cost Sharing Data Certification, ICASS workload counts, Family Member Employment Report (FAMER), F-77 report for ACS' emergency evacuation, and/or provide ad hoc reports and statistics.

Updates Family Member Appointment (FMA) handbook and HR intranet page pertaining to American services. Drafts or provides input to management notices and policies on matters such as MOHs, EFM employment on the local economy, domestic workers applicable to TCNs, etc.

Conducts formal presentations during HR brown bags.

Other Administrative Duties

10%

Maintains and updates Duty Officer schedule, ensuring handbook is up-to-date and passed on to the next duty officer on specific date. Ensures any electronic devices are in proper working order.

Creates and maintains electronic OPFs. Manages files in accordance with USG retention and destruction guidelines. Assists HR team with projects as required.



***Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. Qualifications Required For Effective Performance

- a. Education
Completion of two years of general college studies is required.
- b. Prior Work Experience
Minimum three years of experience in human resources or administrative field is required.
- c. Post Entry Training
PA 331-Basic Human Resources; PA338- Intermediate Human Resources for LE Staff; GFS61 Travel Policy; Overseas Personnel System (OPS); and Electronic Recruitment Application (ERA). On-the-job training using program documentation and User Manuals.
- d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and special ization (sp/read).
English level III (Good working knowledge) Reading/Writing/Speaking is required.
- e. Job Knowledge
The full performance level of this position should have detailed knowledge of USG personnel administration (3 FAM – Foreign Affairs Manual). Understanding of classification procedures as it relates to EFM hiring, detailed knowledge with recruitment and employment regulations for American employees. Knowledge of Privacy Act requirements as they relate to personal information. Knowledge of local regulations related to visas, accreditation, Vienna Convention on diplomatic relations, Protocol Guidebook, The Bilateral Work Agreement (BWA) for EFM employment on the local economy, etc.
- f. Skills and Abilities
Good working knowledge of Microsoft Office (Word, Excel, Power point, Outlook, and Internet). Skills in using tools such as Overseas Personnel System (OPS) and Electronic Recruitment Application (ERA). Must have excellent customer service and communication skills to manage in-person and telephone contacts. Must be organized, diligent and able to work under pressure. Good interpersonal relationships are required.

16. Position Element

- a. Supervision Received: Reports directly to the: Human Resources Officer
- b. Supervision Exercised: Position has no direct supervisory responsibilities
- c. Available Guidelines
Foreign Affairs Manual (3 FAM), Local Employees Personnel Handbook (3 FAH-2). Internal office policies and procedures, State Department regulations regarding records management, local rules regarding accreditation and visas and the Vienna Convention on Diplomatic Relations (VCDR).
- d. Exercise of Judgment
Incumbent will be privy to information which cannot be divulged to co-workers. Must exercise judgment in replies given to various personnel questions.
- e. Authority to Make Commitments
None.

- f Nature, Level, and Purpose of Contacts
Contacts with LE Staff and USDH employees at all levels. Mid-level contacts with various offices in bureau regarding various procedures, assignment details, TMs, payment authorization, security clearances, etc. Contacts with CGFS on matters relating to general allowance and entitlements. Works with section/agency heads and senior management on matters such as US Interns, EPRs, etc.
External contacts include low to mid-level contacts at the MFA for visas and accreditation, including complex visa related issues with other diplomatic missions.
- g Time expected to Reach Full Performance Level
One year.